



Natural Resources Conservation Service  
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March 6, 2008

**WEST VIRGINIA BULLETIN NO:** WV360-8-7

**SUBJECT:** Performance Plan Progress Review

**Purpose:** To notify all employees of Performance Plan Progress Review dates.

**Expiration Date:** This bulletin expires September 30, 2008

**Performance Plan Progress Review Due: April 18, 2008**

The FY 2008 Performance Plan rating period will end on September 30, 2008. Per guidance in Section 360 (Part 409.22) of the General Manual, at least one progress review must be conducted during the rating period. The review provides an opportunity to facilitate communication between supervisors and employees, discuss performance issues, and implement corrective actions prior to the end of the rating period.

I am requiring a progress review to be completed through ICAMS by April 18, 2008. Supervisors and employees are encouraged to document relevant discussion on Form AD-435A.

I also encourage discussion regarding career development, including training, during this period. All employees must have a current Employee Development Plan. As you know, West Virginia has faced budget shortfalls in recent years resulting in limited training opportunities. I am pleased to announce that the FY 2008 budget includes funds to support training and other career development opportunities. Employees should coordinate requests through their supervisory chain to Louis Aspey, Assistant State Conservationist-Operations.

If you have questions concerning the progress review, need ICAMS assistance, or would like information on the training request format, please contact Karen Fitchett, Human Resources Specialist, at (304) 284-7552.

/s/

KEVIN WICKEY  
State Conservationist

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